

SECTION IV – PROPOSAL SUBMISSION AND TIMELINES

A. Key Action Dates

This is a tentative schedule and may be altered at any time at the discretion of CWIB. All dates and times stated in this SFP are Pacific Daylight Saving Time (PDST).

	Timeline for Review
Solicitation Release	
Advertise on Internet	June 10, 2004
Release via email	June 24, 2004
Notice of Intent/Written Questions (Deadline)	June 30, 2004
*Bidders Conference Call (Tentative)	July 6, 2004
Proposal Deadline Due (by 3:00 PM)	July 16, 2004 <u>July 23, 2004</u>
Proposal Evaluation Completed	July 23, 2004 <u>July 30, 2004</u>
*** Site Visits <u>Review and Evaluation</u> Completed by	July 30, 2004 <u>August 6, 2004</u>
**Award Announcements	August 6, 2004 <u>August 13, 2004</u>

* The time and materials for the bidders conference call may be accessed on the CWIB website at www.calwia.org

**Successful awardees will be required to attend Stakeholder meetings.

***Site Reviews - Applicants that receive a total of 80 points or more will be scheduled for a site review and evaluation. The site review and evaluation will be based on a 50 point scoring system.

B. Delivery of Proposal Package

All proposals must be received no later than 3:00 p.m. Pacific Standard Time, on ~~July 16, 2004~~ July 23, 2004. **LATE PROPOSALS WILL NOT BE ACCEPTED.** Mail or deliver proposals to:

California Workforce Investment Board
C/O: Suzette Smith
777 12th Street, Suite 200
Sacramento, CA 95814

SECTION VI – PROPOSAL EVALUATION

The proposal will be read and evaluated on a numerical system and should include the following proposal sections:

- I. Project Design (20 Points): (Executive Summary and Narrative) - Please describe the project, including the activities to be performed and the timelines. Give a brief description of what your demonstration project is about and what you plan to do and how you plan to accomplish the funding purpose as stated in Sections II and III. Be specific about intermediary design as covered under Section IX.
- II. Description of Need (10 Points): Give a brief description of the local area to include a youth profile in the area and the need for services to youth with disabilities.
- III. Description of the Organization and Partners (15 Points): Please briefly describe the capacity of your organization and partners, their role and their past experience in managing projects and in working across agencies and institutions.
- IV. Project Outcomes (15 Points): This section should describe the performance outcomes to be achieved as they relate to project objectives.
- V. Sustainability (10 Points): Describe how the project activities will become sustainable, and how you will evaluate your project success.
- VI. Budget and Budget Summary (10 Points): The Budget should include all personnel and contract expenses related to the project and align with the activities to be performed. The Budget summary should also include a detailed overall budget. Please use the attached budget and budget summary pages. (See Section XI, Attachments A and B).
- VII. In-kind or Matching Funds (5 Points): Display in-kind or matching funds on the budget detail.

Additional Points

- An additional 5 points will be awarded to a proposal from a local area in one of the top ten areas having a high concentration of WIA eligible youth. (See Section XI, Attachment C for a list of high concentration areas)
- An additional 10 points will be given to applicants who have presently or in the past engaged youth to assist in the planning and development of youth projects.

Total possible points = 100

Applicants that receive a total of 80 points or more will be scheduled for a site review and evaluation. The site review and evaluation will be based on a 50 point scoring system.

The SFP and attachment pages may also be found on the California Workforce Investment Board's website, www.calwia.org